

Circle Voluntary Housing Association: Asset Manager **(<https://www.activelink.ie/node/115790>)**



Asset Manager

Circle Voluntary Housing (<https://ie.indeed.com/cmp/Circle-Voluntary-Housing-1?campaignid=mobvjcmp&from=mobviewjob&tk=1irroodcoghi480g&fromjk=20b699922bddfefc>), Dublin, County Dublin
Hybrid work, €63,100–€88,300 a year - Full-time

The Role:

The purpose of the role of the Asset Manager will be to assume responsibility for the asset management strategy and delivery of cyclical and planned programmes of work as well as having oversight of Property & Facilities Management and compliance functions. They will be responsible for reviewing and analyzing stock data, and utilizing the information to effectively plan, procure and deliver planned programmes of work as well as managing key relationships and partnerships with external stakeholders.

The Asset Manager is also required to review the Property & Facilities Management business function and lead on necessary changes to ensure the service is fit for purpose going forward and able to meet the needs of the organization as it grows. The Asset Manager will also assume management responsibilities for the employees in their teams. The successful candidate will set objectives for their department and report on key deliverables to the Director of Asset Management and Leadership team.

Key Responsibilities:

Tenancy Management

- Developing and maintaining Circle VHA's existing stock condition surveys and asset management plans.
- To organize and arrange a new stock condition survey of a representative sample of our housing stock at a regular specified interval, review and assess the stock condition survey findings and to prepare a planned schedule of required maintenance responses.
- To collate, review and analyze data, identify trends in housing stock performance for the purposes of strategic planning.
- To prepare budgets and tenders for the undertaking of planned cyclical maintenance, component upgrades and refurbishment works.
- To commission, procure and project manage maintenance, and upgrade works across the housing portfolio in accordance with the stock condition data and the asset maintenance plan of the company.
- To organize and deliver the planned cyclical maintenance programme as specified in the asset management plan and within the planned budget for the required works.
- To assess the energy efficiency of our housing stock and prepare plans, funding applications for improved energy efficiency and manage the completion of such works.
- To review and analyze the reactive and cyclical maintenance costs each quarter and annually and to make recommendations as per maintenance requirements, the quality of maintenance services provided and contractor value.
- To ensure compliance with EU public procurement requirements.
- To manage, direct and co-ordinate the site-based Clerk of Works and maintenance staff where directed.
- To assist the Director of Asset Management in ensuring that the asset management programmes are delivered on time, within budgets and representing good value for money.

- To complete funding applications to Local Authorities and other state departments as required, ensuring they meet defined criteria and timescales, as required by the Director of Asset Management.
- Developing cases for cost and time overruns as required.
- To take responsibility for the effective delivery of a Quality Service through the formulation, review and proper implementation of policies and procedures relating to building regulations, health & safety and other relative legislation across the organization.
- Participate on forums/working groups and committees as required.
- To take responsibility for Health & Safety Policy across the organization.
- To act as lead officer in assisting housing services staff with repairs and maintenance during defects period where specified by the Director of Asset Management.
- To work collaboratively with colleagues in different sections of the organization to ensure the delivery of the above responsibilities.
- To take overall responsibility for the development, procurement, implementation and periodic review of a contractor framework for maintenance contracts, upgrade and refurbishment works- ensuring value for money, quality of work and compliance with appropriate regulations. This includes the management of Circle VHA's data base on contractors.
- To undertake any other occasional duties which are consistent with the responsibilities of the post as directed by the Director of Asset Management.

Facilities Management

- Oversee and provide support to the Programme works Co-Ordinator in the delivery of a commercial managing agent service, per agreed service contract and legal requirements, to individual Owners Management Companies (OMCs) and Local Authority owned schemes.
- Provide support to the Programme works Co-Ordinator in the overseeing and managing the delivery of all routine compliance servicing to Circle VHA owned and managed properties.
- Oversee the co-ordination and contract management of all cyclical service elements for Circle VHA owned and managed premises, including but not limited, Gas Servicing, Electrical Testing and Inspection, routine testing of Fire Safety systems. Legionella testing, Lift servicing and other safety related equipment.
- To review and development asset maintenance plans for each development. Prepare annual budgets and procure services to ensure effective cost management and value for money.
- To take responsibility for all OMC related major repairs issues and representing Circle VHA where technical expertise is required. This would include attending external OMC events as appropriate to fulfil this requirement.
- >To commission, procure and oversee the project management of maintenance and upgrade works across the estates we manage, in accordance with the asset maintenance plan for each development.
- >Take responsibility for the Health & Safety plans for the developments where we provide Facilities Management services and ensure compliance with all current legislation.
- >To provide support around major repairs and replacement items for OMC companies managed by Circle VHA through its Asset Management Team as specified by the Director of Asset Management.
- >Provide support to the Programme works Co-Ordinator in the overseeing and managing the delivery of all routine compliance servicing to Circle VHA owned and managed properties.

Team / People Management:

- To support and supervise the Asset and Facilities Management team on all Asset Management, compliance and Facilities management matters.
- To provide guidance and support to the Property and Housing Services teams.
- To organize and provide induction training for new staff.
- To assess the training needs of the team and in conjunction with the Director of Asset Management, preparing annual individual training plans in consultation with HR.
- To lead regular team meetings ensuring liaison where necessary, with the other teams/departments and other agencies.
- To ensure that all staff carry out their functions timeously and accurately whilst communicating effectively with each other and other sections and departments.
- To authorize annual leave of staff within the teams and initiate training as required.
- Supervise, manage, coach, and nurture a high-performing and motivated Asset and Facilities Management team.

Partnerships:

- Manage and assume responsibility for the successful delivery of Asset and Facilities Management operations, to ensure systems and processes are in place to deliver effective outcomes and ensure a positive customer experience.
- Create and maintain relationships with all relevant bodies to ensure that a partnership approach is adopted.
- Represent the Circle VHA at meetings as requested.

- Work collaboratively with the property and housing colleagues to ensure systems and processes are in place to deliver a positive customer experience.
- Ensure effective involvement and engagement of tenants and internal and external stakeholders in evaluation of current housing and design of future housing.

Managing of Objectives:

- To prepare key performance reports for consideration by the Director of Asset Management, Leadership Team, and the Board.
- To provide timely and accurate reports to the Director of Asset Management and Director of Finance as required.
- Produce and contribute to written Board reports.
- To monitor and report on performance, delivery, identifying trends and implementing any improvement plans, producing reports as required.
- To monitor and support new initiatives as directed by the Director of Asset Management.

General:

- Provide all services having due regard to the regulatory framework.
- Ensure that up-to-date and accurate information is maintained on all IT systems.
- Contribute to developing work plans, team and individual targets.
- Provide a high-quality, customer-centered service at all times.
- Carry out all duties observing Circle VHA's policies and procedures on health & safety, safeguarding, equality and diversity and data protection.
- Undertake any other duties that are reasonably commensurate with the level of this post.
- This job description is not intended to be an exhaustive list but indicates the main responsibilities of the post. It will be reviewed periodically to consider changes and developments and of service requirements.

Key Competencies

- Excellent communication Skills.
- Ability to use initiative.
- Budgetary Monitoring & Control skills.
- Ability to cope under pressure.
- Time Management Skills.
- Resourceful.
- Organizational Skills.
- Negotiation Skills.
- Problem Solving Skills.
- Ability to meet the mobility requirements of the post.
- Team working skills with colleagues and external agencies.
- Brand Integrity
- IT skills (Word, Excel, PowerPoint)

Person Specification

Candidates will be shortlisted based on illustrating in their application that they fulfil the following criteria. Examples that demonstrate the ability to fulfil the criteria should be included as well as the below competencies.

Education and Work Experience

Essential

- Previous experience in leading and managing a team.
- Proven experience of managing a budget.
- Experience of contract management in the construction industry, Property management and/or supervising on site works programmes.
- Experience of Health & Safety Management
- Full, clean and unrestricted Irish driving license with access to a vehicle

Desirable

- A relevant Degree and 4 years' experience in a construction, development or housing environment.
- PSRA Licence Category D
- Member of Royal Institute of Chartered Surveyors/ Chartered Surveyors Ireland.

Key Knowledge and Skills

Essential

- Knowledge and application of contract procurement, commissioning and contract administration processes and documentation suite.
- Full awareness of Building Regulations and Planning and Development Regulations in the context of building maintenance management, upgrade and refurbishment.
- Proven track record in administering and managing several projects concurrently
- Maintenance, construction law, contract law and contract administration, building technology
- Budgeting and financial administration
- Knowledge of Health & Safety legislation and compliance within a construction setting.
- The ability to monitor team workloads and performance against corporate target and service standards, reviewing and addressing any areas of underperformance.
- Excellent organizational skills and experience in working in a busy and varied environment
- Effective negotiating skills
- Excellent communication skills and an open and motivated approach to work
- Excellent organizational skills and experience in working in a busy and varied environment
- Ability to resolve, anticipate and prevent problems.
- Excellent written and oral communication skills including report writing and the ability to effectively communicate key updates and decisions to all relevant staff
- MS Word, Excel, Outlook, PowerPoint, Visio and strong analytical and reporting skills

Job Type: Full-time

Pay: €63,100.00-€88,300.00 per year

Benefits:

- Additional leave
- Bike to work scheme
- Company events
- Company pension
- Employee assistance program
- On-site parking
- Sick pay
- Wellness program
- Work from home

Schedule:

- Monday to Friday

Application question(s):

- Do you have a valid and clean driving licence?
- Do you have access to your own car?

Work authorisation:

- Ireland (required)

Work Location: Hybrid remote in Arbour Hill, Dublin, Co. Dublin

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51d605d4ac94&from=iaBackPress)

Application deadline: 05/06/2025

Reference ID: 2025/05/AS

Region

Dublin / Hybrid

Date Entered/Updated

22nd May, 2025

Expiry Date

5th Jun, 2025

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